



Administrative Policies and Procedures: 18.37

Subject:	Determinate Commitment Manual
Authority:	TCA 37-5-106
Standards:	ACA 3-JTS-5I-07; 3-JTS-5I-08; 3-JTS-5I-10; DCS Practice Model Standards – 6-508B; 8-306
Application:	To All Department of Children's Services and Applicable Contract Agency Employees

Policy Statement:

As required by TCA § 37-1-137 (h)(2), each determinately committed youth adjudicated by the Juvenile Court to the Department of Children's Services for specified offenses (Class A felonies), shall be eligible to earn *Youth Commitment Reduction Credits* (YCRCs) for good behavior and/or for exhibiting satisfactory performance toward reducing the determinate commitment imposed.

Purpose:

The ***Department of Children's Services Determinate Commitment Manual*** shall identify criteria and procedures to address specific matters relating only to determinately committed youth who are eligible for *Youth Commitment Reduction Credits* (YCRCs).

Procedures:

A. Determinate Commitment Manual	<p>The operational procedures outlined in the <i>Determinate Commitment Manual</i> shall be:</p> <ol style="list-style-type: none">1. Implemented by each YDC superintendent, family service worker, DCS group home supervisor and applicable contract service providers.2. Made available to all staff involved with program development and supervision of determinately committed youth.<ol style="list-style-type: none">a) One copy of the manual shall be maintained in each DCS facility and contract facility that has responsibility for determinately committed youth.b) Training in the use of the manual shall be included in orientation of new employees.
B. Annual review	<ol style="list-style-type: none">1. The Executive Director of Juvenile Justice or his/her designee shall be responsible for maintaining and updating the manual. The manual is available to all DCS staff and is located on the DCS Internet, "DCS Policies"; Chapter 18.2. The manual shall be reviewed and approved at least annually by the

	Commissioner of the Department of Children's Services or his/her designee.
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Forms:	CS-0004, Determinate Commitment Release Notification CS-0005, Facility Release Dates For Youth Sentence Reduction Credits Monthly Report CS-0006, Individual Youth Sentence Reduction Credits Monthly Report
Collateral documents:	<i>Determinate Commitment Manual</i>